

Charter Oak Church

Church Council Minutes

April 27, 2023 – Council Meeting

Council Members: Nathan Anderson, Cindy Carasia, Rich Hoffman, Erin Irons, Christina McCaffrey, Adam Pardee, Brian Quinn, Garth Shaner, Autumn Vinopal, Nick Watson, Chris Whitehead, Jason Halfhill (Ex Officio)

Absent: None

Guest Attendance: Jonathan Hartland

Prayer: Rich Hoffman

Review the March 2023 Meeting Minutes

- **MOTION** by Cindy Carasia to accept the March Council Meeting Minutes.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.

Old Business

- Denomination Subcommittee Team Update
 - Ongoing “To Do Check List” from Taylor Porter and Conference
 - The Disaffiliation Checklist was reviewed, and discussion ensued on the work that is before Church Council, Jason Halfhill, Ty Holler, and the Central Services Staff to complete to make sure everything is in place before the June 2023 Annual Conference and the July 2023 exit payment.
 - Articles of Incorporation and Bylaws
 - The DRAFT version of the Articles of Incorporation and Bylaws were reviewed by Church Council and Ryan French (Attorney for Taylor Porter Law Firm).
 - Discussion ensued on modifications before pending approval at the May 25, 2023, Church Council Meeting.
 - Church Council will review and submit any recommendations by May 7, 2023.
 - Disaffiliation Exit Payment
 - \$150,000 (Property) + \$462,830 (Apportionment) + \$543,946 (Pension) = **\$1,156,776 Final Payment Total for Disaffiliation.**
 - Congregational Vote to join the Global Methodist Church (GMC) on Sunday, May 21, 2023
 - Percentage to Pass the Motion
 - Discussion ensued on the threshold for the vote on May 21, 2023.
 - It is the recommendation to have a consistent statement that is read at each campus and a potential visual shown prior to the vote on May 21, 2023.
 - **MOTION** by Nathan Anderson to approve a threshold of 51% approval vote of Members in Attendance to pursue joining the Global Methodist Church on the May 21, 2023, congregational membership vote.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.

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- Capital Improvements
 - Jason Halfhill presented on the following capital improvements:
 - Frye Farm Campus Sprinkler System.
 - AED machine replacements and additions to all campuses.
 - Cleaning out the back stairwell at Frye Farm Campus.

Finance Report: Christina McCaffrey

- See the attached document titled **Treasurer Report 4-27-23**.
- Addition of Jason Halfhill to Bank Accounts as Account Manager (Authorized Signer)
 - **MOTION** by Nathan Anderson to empower Jason Halfhill as an authorized signatory for Charter Oak Church's accounts with Commercial Bank and Trust of Pennsylvania. This individual will have the responsibility of handling all business matters related to Charter Oak Church's accounts with Commercial Bank and Trust of Pennsylvania, but not limited to, issuing directives on behalf of Charter Oak Church related to the management of those funds.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
- Amount to Borrow for Disaffiliation
 - Cost Breakdown:
 - \$150,000 (Property) + \$462,830 (Apportionment) + \$543,946 (Pension) = \$1,156,776 Final Payment Total for Disaffiliation.
 - Apportionment:
 - Current = \$230,000 per year.
 - New = \$88,000 per year.
 - Savings = \$142,000 annually.
 - Mortgage:
 - Current = \$182,400 annually.
 - New = \$105,780 annually.
 - Charter Oak Church has received a commitment to cover any remaining costs of the disaffiliation exit, so there will not have to be any money borrowed through a loan.
 - Recommendation is to keep paying the current monthly mortgage payment with the loan then being paid off in under 10 years.
 - Discussion ensued on the need to pour back into ministry in the future with these cost saving dollars.
 - **MOTION** by Adam Pardee to use the Accrued Apportionment and balance in the Disaffiliation Fund to pay the Negotiated Disaffiliation Withdrawal Settlement.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
- Tipping Points for the Crossroads Campus Construction
 - Church Council reviewed a draft mortgage for a potential Crossroads Campus build out.
 - Discussion ensued on the relationship between comfort and risk.
 - The environmental study came back all clear.

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- Crossroads is going in front of the Hempfield Zoning Board in May asking for a variance on the potential purchase of the property.
- Discussion ensued on the steps that are necessary to say that the Crossroads Campus is healthy enough to take on the cost of a mortgage for the future buildout of the campus.

Comments from Visitors

- None.

New Business

- August 1, 2023 – July 31, 2024: Initial Budget Conversation
 - The initial end of the year forecasting was presented on the current year budget and discussion ensued on the August 1, 2023 – July 31, 2024, budget.
 - Discussion on the proper channels of communication and the wording of that communication when it gets presented to the congregation.
- Saturday Night Service
 - Brian Quinn discussed that people in the congregation have expressed concern to him for the need to add a Saturday night service.

End of the Charter Oak United Methodist Church Council Meeting

Call to Order New Organization (15 Minutes)

- Vote on a New Organization
 - **MOTION** by Nathan Anderson to approve the new Articles of Incorporation for the new entity known as Charter Oak Church (Pennsylvania Non-Profit Corporation).
 - Motion 2nd by Garth Shaner.
 - Motion ACCEPTED.
- Bank for Frye Farm Campus Mortgage
 - Discussion ensued on choosing the next bank for Charter Oak Church.
 - **MOTION** by Nathan Anderson to approve Key Bank as the new commercial lender for refinancing the existing mortgage with Commercial Bank and Trust of Pennsylvania. Key Bank will be Charter Oak Church's primary banking institution.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
- Approve "Bank" Signatories
 - **MOTION** by Nathan Anderson to empower Jason Halfhill, Angie Cosner, Sarah Cooper, and Chow Juan as authorized signatories for Charter Oak Church's accounts with Key Bank. These individuals will have the responsibility of handling all business matters related to Charter Oak Church's accounts with Key Bank, but not limited to, issuing directives on behalf of Charter Oak Church related to the management of those funds.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.

Executive Session

- Church Council went into Executive Session.

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Next Church Council Meeting

- May 25, 2023 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Ty Holler
April 27, 2023

DRAFT

Treasurer's Notes: March '23

** Numbers are based on a Revenue Budget of \$2,269,728, and an Expense Budget of \$2,115,124

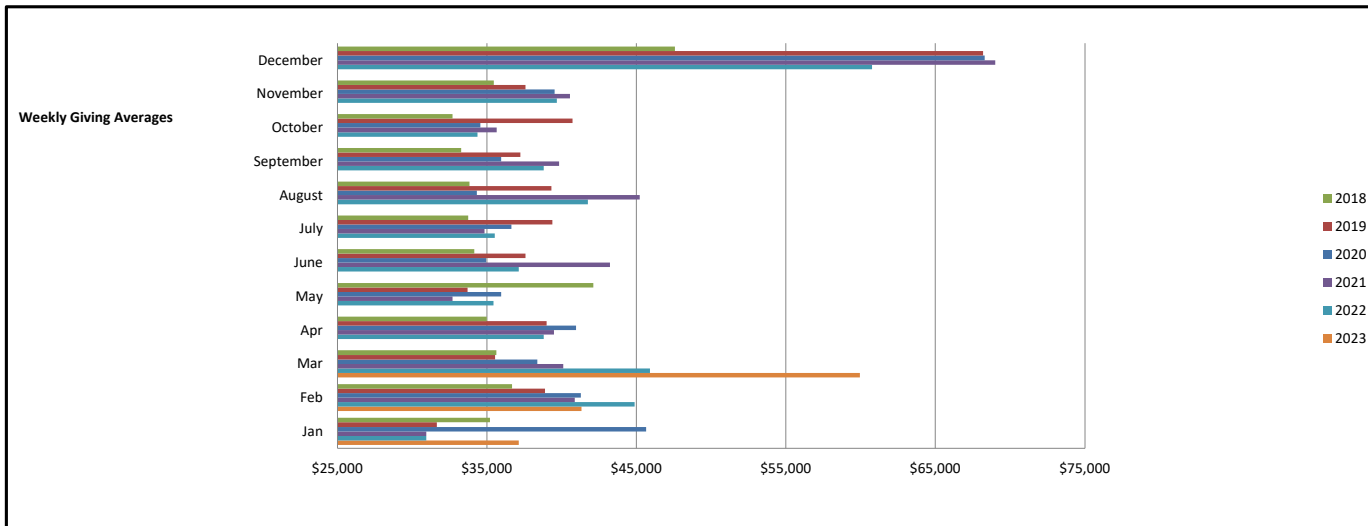
Revenue	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	FYE 7/31/23		% of
Frye Farm	126,060	120,832	128,904	123,511	165,713	141,044	128,976	185,170	1,120,210		
Central Services	-	-	-	-	-	-	-	-	-		
Crossroads	24,238	20,008	25,156	19,630	41,136	23,671	18,812	33,358	206,009		
Jeannette	9,013	6,700	9,101	7,835	26,184	11,459	8,977	9,422	88,691		
Mt Pleasant / Scottsdale	7,679	7,702	8,732	7,752	10,016	9,449	8,534	11,888	71,752	Budget	Bdgt.
Totals	166,990	155,242	171,893	158,728	243,049	185,623	165,299	239,838	1,486,662	1,512,807	98%
2021/2022	180,873	159,305	178,335	162,195	275,910	154,763	179,505	183,689	1,474,575		

Expenses	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	FYE 7/31/23		% of
Frye Farm	107,283	113,376	119,867	109,597	131,271	148,729	137,651	135,621	1,003,395		
Central Services	16,226	11,281	10,057	18,934	1,413	9,951	8,649	2,732	79,243		
Crossroads	23,155	22,556	28,630	18,201	25,114	22,949	26,977	28,533	196,115		
Jeannette	10,985	11,586	11,967	11,775	12,676	13,319	13,592	12,077	97,977		
Mt Pleasant / Scottsdale	12,542	8,534	10,304	8,397	8,444	8,641	8,925	8,568	74,355	Budget	Bdgt.
Totals	170,191	167,333	180,825	166,904	178,918	203,589	195,794	187,531	1,451,085	1,400,794	104%
2021/2022	140,394	154,363	169,414	168,946	177,795	156,768	188,025	174,007	1,329,712		

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	FYE 7/31/23
Unadjusted Net Income	(3,201)	(12,091)	(8,932)	(8,176)	64,131	(17,966)	(30,495)	52,307	35,577
Mortgage Principle	(9,672)	(9,709)	(9,745)	(9,781)	(9,818)	(9,855)	(9,892)	(9,929)	(78,401)
Adjusted Total Profit / (Loss)	(12,873)	(21,800)	(18,677)	(17,957)	54,313	(27,821)	(40,387)	42,378	(42,824)
2021/2022 Unadjusted Net Income	40,479	4,942	8,921	(6,751)	98,115	(2,005)	(8,520)	9,682	144,863

Weekly Giving Averages	2022												Weekly Avg/Mo	Comparative 3 Month Avg/Wk
	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December		
2018	\$ 35,203	\$ 36,678	\$ 35,639	\$ 34,989	\$ 42,113	\$ 34,156	\$ 33,759	\$ 33,841	\$ 33,272	\$ 32,704	\$ 35,460	\$ 47,572	\$ 36,282	\$ 35,840
2019	\$ 31,660	\$ 38,897	\$ 35,554	\$ 39,001	\$ 33,715	\$ 37,571	\$ 39,384	\$ 39,310	\$ 37,234	\$ 40,726	\$ 37,572	\$ 68,187	\$ 39,901	\$ 35,370
2020	\$ 45,642	\$ 41,291	\$ 38,366	\$ 40,953	\$ 35,954	\$ 34,941	\$ 36,648	\$ 34,319	\$ 35,950	\$ 34,558	\$ 39,526	\$ 68,296	\$ 40,537	\$ 41,766
2021	\$ 30,939	\$ 40,883	\$ 40,102	\$ 39,476	\$ 32,706	\$ 43,226	\$ 34,848	\$ 45,218	\$ 39,826	\$ 35,647	\$ 40,549	\$ 69,003	\$ 41,035	\$ 37,308
2022	\$ 30,953	\$ 44,876	\$ 45,915	\$ 38,804	\$ 35,449	\$ 37,142	\$ 35,532	\$ 41,748	\$ 38,811	\$ 34,379	\$ 39,682	\$ 60,762	\$ 40,338	\$ 40,581
2023	\$ 37,125	\$ 41,325	\$ 59,960										\$ 46,136	\$ 46,136
w=# of weeks	21, '22, '23=5w		19, '20=5w		20, '21, '22=5w	19=5w	18, '22=5w,	20, '21=5w	19=5w	21, '22=5w	20=5w	19=5w		

Available Cash	
Total Cash on Hand	\$ 1,653,776
Reserve Commitments	(903,352)
Strengthening Our Future	431,300
Reserve for Capital Improvement	91,392
Disaffiliation Fund	127,906
Outstanding Payables	(290,196)
Payroll Related & Pens. HSA Liability	(18,677)
Available Cash	\$ 1,092,149
E-Newsletter Calculation	
FYE 7/31/23	
Revenue	\$ 1,486,662
From P&L	
Expenses	\$ 1,451,085
From P&L	78,401
Mortgage Principle	
Net Loss	\$ (42,824)



Notes:

1. Strengthening Our Future giving:	AUG '22	SEP '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MARCH '23	TTL FOR F/Y
	\$9,395	\$12,216	\$27,581	\$24,960	\$59,372	\$11,574	\$9,258	\$7,454	\$150,236
					17 Cont.	15 Cont.	15 Cont.		

2. Disaffiliation Fund giving:	DEC '22	JAN '23	FEB '23	MARCH '23	TTL FOR F/Y
	\$102,800	\$6,290	\$8,654	\$10,162	\$102,800
	18 Cont.	17 Cont.	19 Cont.		